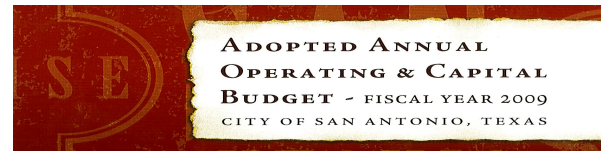


Planning & Development Services

February 2009
1901 S. Alamo
San Antonio TX 78204
(210) 207-1111
www.sanantonio.gov/dsd

Budget Update



On February 4th, the City Manager presented City Council with the City's FY 2009 Three Plus Nine Budget & Finance Report. In the report, the City Manager indicated the 1st quarter revenues for Planning & Development Services were 12.4% or approximately \$846,000 below planned amounts. Based upon 1st quarter performance and updated construction activity for the remainder of the fiscal year, both commercial and residential permitting activity projections are being decreased 27% and 30%, respectively, for FY 2009. These projections resulted in \$4M less in revenues than originally budgeted. Since the FY 2009 Adopted Budget projected a year-end savings of \$3,065,122 for the Fund, the department needed to reduce spending by \$1,100,000 to maintain a positive financial position.

Approximately 75% of the department's operating budget is comprised of personnel costs associated with reviewing developer plans and performing building inspections. Therefore, it is necessary as revenues fluctuate for the department to increase fees or reduce expenses. An additional increase in fees was not supported by the department's stakeholders and was not a recommendation due to the current housing market conditions. Therefore, on February 19, City Council approved an ordinance that amended Planning & Development Services FY 2009 Budget by eliminating 21 positions, of which 13 are filled. In addition, this ordinance eliminated 19 vacant unfunded positions. Filled positions' classifications impacted by the ordinance include:

Senior Engineer	Project Development Manager	Sign Inspector Supervisor
Planning Manager	Planner	GIS Analyst
Plans Examiner II	Customer Service Specialist	Development Services Inspector

Effective, February 28th, employees in these positions will be redirected to eight departments within the City organization with no loss to current salaries. The good news is the reduction in force is not anticipated to impact the Planning & Development Services Department's service delivery and, in the event the economy improves, the department will be able to add new positions to meet the demand for services.

SABCA Update

The February SABCA was a huge success for the department. Overall, we trained 240 people from the community and 98 staff members on One and Two Family Dwelling Electrical Systems (with 2008 NEC Enhanced Updates), HVAC Systems Design and HVAC Duct Design Fundamentals. Our next SABCA event is scheduled for May 26-29, 2009. Look for more details in our next newsletter.



Amendments Made to Unified Development Code



On January 15, 2009, the City Council passed an ordinance to amend the Unified Development Code as a part of the 2008 Biennial Update Program. In all, 573 sections of the code were proposed for amendment. Requests were submitted by several city departments, Bexar County, and local development stakeholders. With the assistance of the Planning Commission's Technical Advisory Committee, these changes were grouped into 100 amendments. This update represents the most significant group of changes since the adoption of the code in 2001. The accepted changes are available to view at www.sanantonio.gov/agendabuilder/eagendalist.aspx.



New Information Bulletins

The department recently posted new Information Bulletins to its website at www.sanantonio.gov/dsd:

IB 511—Zoning/Board of Adjustment Case Withdrawal Refunds—the department developed this Information Bulletin to clarify the refund policy for Zoning or Board of Adjustment case withdrawal requests. At least 90% of the case preparation occurs prior to the first public hearing and additional work is required after the case is withdrawn. Therefore, the following refund structure was established based upon the amount of work that was performed:

- If a withdrawal is requested prior to the completion of the UDC mandated two-day completeness review, 100% may be refunded.*
- If a withdrawal is requested after completeness review, but prior to publication having been delivered to the newspaper (17 days prior to public hearing), 75% may be refunded.*
- If a withdrawal is requested after the publication is delivered to the newspaper, but prior to notices being sent to stakeholders within 200 feet (12 days prior to public hearing), 50% may be refunded.*
- If a withdrawal is requested after above notices are mailed, no refund may be given.

***In all instances, a \$100 administrative refund fee applies.**

IB 114—Code Modification Request (CMR)—the department updated this Information Bulletin to clarify that any modification request to the Unified Development Code (UDC) should be processed through an Administrative Exception/Variance Request (use IB 124 for submittal requirements). All non-zoning UDC modifications being requested are defined by the UDC as either administrative exceptions reviewed by the department or as variance requests reviewed by the Planning Commission. Zoning variances to the Board of Adjustment are processed by the Board of Adjustment/Zoning staff.

New Rule Interpretation Decisions

The following Rule Interpretation Decisions (RID) were posted to the department's web site:

C12006-009—Fire Apparatus and Firefighter Access - the Fire Marshal issued a RID to clarify the need for a fire lane and fire fighter personnel access for all exterior sides of a building as indicated in Section 503.1.1 of the 2006 International Fire Code as amended by the City. An "approved route around the building" is defined by the fire department as a minimum of five feet clear width from the property line or from an adjacent building. The Fire Marshal notes many factors and/or situations in which a "modification" (see IFC Section 104.8) or an "alternative method" (see IFC Section 104.9) to this requirement are warranted and may be requested through the Fire Marshal. These factors may include, but are not limited to, the following: building use (i.e., occupancy); type of construction; size (building and fire area); height (in feet and number of stories); fire vehicle and personnel access to other portions of the building; fire protection systems, and interior floor plan of the building.

DSD RID # 79—Addition of Parking Standards for Skilled Nursing Facilities—the department found it appropriate to provide for increased minimum and maximum parking spaces for a short-term care skilled nursing facility in non-residential use districts. Therefore Table 526-3b of the Unified Development Code shall include a new use specifying the following parking requirements:

Classification	Permitted Use	Minimum Vehicle Space	Maximum Vehicle Space
SERVICE	MEDICAL—skilled nursing facilities	0.3 per bed	1 per bed



January 2009 Performance Measures

Activity

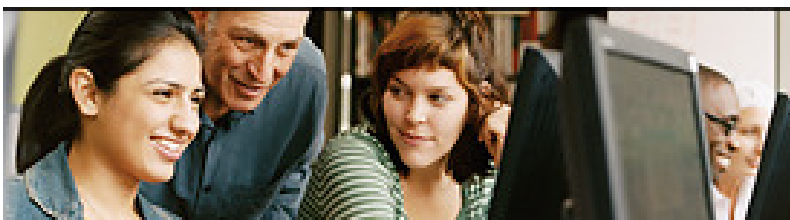
Major Plats Technical Review (Goal: 35 Calendar Days)
Residential Plans Review (Goal: 3 Working Days)
Complex Commercial Plan Review (Goal: 18 Calendar Days)
Inspections Performed as Scheduled (Goal: 95%)
Call Center Telephone Abandonment Rate (Goal: 5%)
Customer Service Survey Score (Scale 1-5 points—5 the highest)

Performance

60 Calendar Days (CPS longest review)
1 Working Day
27 Calendar Days
99% as Scheduled
1% Abandoned
5

Electronic Plan Review

Planning & Development Services plans to implement a pilot program for Electronic Plan Review. The department's goal is to have a means to intake and review plans in an electronic format. Our expectation is this program will increase departmental efficiency, create a convenient means for plan submittal, and reduce costs for contractors by potentially eliminating the need to print large volumes of plans. We have created a survey to determine stakeholders' needs and how Planning and Development Services can best serve your needs. Please share your thoughts with us at the following web address:



http://www.surveymonkey.com/s.aspx?sm=Cv6kaHaacsOqBO_2bKA29awQ_3d_3d

Lunch & Learn

On the third Friday of each month, Planning and Development Services offers Lunch and Learn training sessions taught by experts in their respective fields. Our Lunch and Learn sessions are free and you do not need a reservation to attend. Please bring your lunch and join us for this hour and a half training opportunity. We look forward to seeing you at one of the following events:

February 20th—Braced Wall Provisions

March 20th—2006 IEBC as it Applies to San Antonio Projects

Please email Jim Flood at james.flood@sanantonio.gov if you would like to suggest a topic for future Lunch & Learn programs.

Staff Certification

Planning & Development Services is pleased to announce that **Mr. Vincent Trevino**, Plans Examiner II (Plumbing) of the Plans and Permits Section of the Building Development Division, recently passed the **ICC Residential Mechanical Inspector** exam.